

1 **Regular Board Meeting Minutes**
2 **Cache Valley Transit District**
3 **Wednesday, March 23, 2016**
4 **5:45 pm**
5 **Bridgerland Applied Technology College**
6 **1301 North 600 West, Logan, Utah**
7 **Room 840**

8
9 *Present:* Alma Leonhardt, Rodger Pond, Joy Reyes, Holly Broome-Hyer, Shaun
10 Bushman, Norman Larsen, Patricia Cronin, Doug Thompson, Tom Hogan, Roger Jones,
11 Jeannie Simmonds, Sue Sorenson, Sallie Petersen, Ron Hornsby, Glen Schmidt, Ron
12 Natali, and Craig Wright

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14 *Excused:* Heidi Harper and Erik Ashcroft

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16 *Others:* Todd Beutler, Nathan Coats, Curtis Roberts, and Ivy Thomson

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18 **Regular Meeting Agenda**

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20 1. *Call to order:* Board Chair Doug Thompson.
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22 2. *Acceptance of Minutes:* Alma Leonhardt moved to approve the February minutes.
23 The motion was seconded by Rodger Pond. A question was answered. The vote was
24 unanimous.
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26 3. *Approval of Agenda:* Roger Jones moved the approval of agenda and Craig Wright
27 seconded. The vote was unanimous.
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29 4. Next Board Meeting: April 27, 2016 at 5:45 pm.
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31 5. Questions and Comments for Management and Board (3 minutes or less):
32 None.
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34 6. Joy Reyes joined the Board at 5:48pm. Sallie Petersen joined at 5:50pm.
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36 **Board Business**

- 37 7. Consider approval of compensation consultant recommendation: The compensation
38 consultant subcommittee did not feel that Phase 2 at this time is appropriate, and
39 recommends that the Board moves ahead with Phase 1 with HRCC. After speaking
40 with the consultant, the Board can decide what they want to do. The Board discussed
41 the issue. Questions were answered. Roger Jones moved to approve the consultant
42 selection. The motion was seconded by Alma Leonhardt. The vote was unanimous.

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8. Public Engagement and Policy Committee report: Sue Sorenson presented the draft Title VI program submission for the FTA. She requested the Board members to go through the FTA checklist and make sure that each applicable item was included in the Title VI program. She requested that questions and concerns would be forwarded to herself or Ivy, which would then be given to Curtis. Questions were answered. The PEP Committee hopes the program will be adopted next month.
9. Budget/Audit Committee report: Glen Schmidt presented the financial summaries from last year. The Audit Committee felt the administration is handling the finances well. Last year resulted in the highest sales tax increase percentage in the past decade. Roger suggested the Board begin to think about how to replace dropping sales tax due to internet sales. Discussion ensued. Glen reminded the Board that the fiscally conservative approach used by management is sound. The Budget Committee recommends allocating \$2.18 million to the assigned fund balance for future bus replacements. Questions were answered. The auditors should report in the April Board meeting. Tom Hogan moved to approve the \$2.18 million for the assigned fund balance. The move was seconded by Ron Natali. The vote was unanimous.
10. Board Chair report: Roger, Joy, and Jeannie reported to the Logan City Council. Jeannie expects that she or another board member will hear questions from the council. While there, the Board members committed to hold a public hearing in Logan during the short-range transit plan process. Doug encouraged the Board to take their SRTP task lists to their respective city councils. Discussion ensued.
11. **General Manager Report**
 - A. Todd encouraged each Board member to share the 2015 Internal Review report with their respective city councils.
 - B. Todd reviewed the optional tasks on the SRTP task list to study if the service demand along the Wasatch Front warrants additional study. Todd hasn't received any feedback from Board members or their city councils on the SRTP. Todd explained that the Service Committee would be the most sensible choice for the SRTP steering committee. A member of the MPO will be on the steering committee. He received feedback from the MPO, who recommended altering Task 7 to include elected officials as part of public outreach to key stakeholders. Some drafts of the SRTP could be given to elected officials for honest feedback. Questions were answered. Management will send Ron Natali the scope in a Word document.
 - C. Management has started the process to engage in informal discussions with Wellsville. Mayor Bailey has identified two council members to participate. Several Board members have expressed interest. They are in the process of setting up informal discussions.

- 85 D. Management gave a legislative update. Representative Jack Draxler's bill passed,
86 so the County will have more discretion for how funding is allocated.
87 Representative Ed Redd's bill passed, so the requirement to have an annual
88 internal audit has been removed. The Board still has the power to require an
89 internal audit. The subcommittee will meet to review the scope of work for the
90 internal audit. HB347 passed, so Board members are required to do training with
91 every reappointment. A bill was passed to allow concealed weapons on public
92 transit.
- 93 E. Nathan reported on the planning stages of a bus map of local historical sites.
94 Nathan asked Board members to help him identify historical landmarks around
95 bus stops. This map will be a lead-in to the 25th anniversary of CVTD next year.
96 Jeannie recommended the Special Archives at USU, and Sue recommended the
97 folklore department on campus. Nathan also reported on new radio ads released in
98 the valley. Doug recommended the Cache Valley Business Bureau.
- 99 F. The Board meeting in May has been changed to May 11th. Todd will send out an
100 email tomorrow. A consultant will come train Craig and Ron on leadership, and
101 any Board member can choose to attend. Todd asked for RSVPs.
- 102 G. Management clarified that changes and revisions to the SRTP need to be received
103 by April 1st.
- 104 H. UDOT performed an on-site review of CVTD. There were no findings, even after
105 receiving only three days of notice.

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107 **12. Other Considerations:**

108 None.

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110 **13. Adjourn:**

111 Doug Thompson adjourned the meeting.